



THE COMMONWEALTH OF MASSACHUSETTS
Department of Agricultural Resources
251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax 617-626-1850 www.Mass.gov/AGR



STATE OF MASSACHUSETTS

Massachusetts Policy: On-Line or Distance Learning CD Training Requirements

Individuals who hold a Massachusetts pesticide credential either core licensed (L) or private commercial certified are eligible to obtain contact hour/credits as a result of taking pre-approved online or distance learning CD training. However, the total number of contact hours/credit hours obtained for any online or distance learning CD course or module is not to exceed 1/3 of the total Massachusetts continuing education contact hour requirement to maintain or revalidate a pesticide certification and/or license (see below). NOTE: The Commonwealth of Massachusetts requires you to spend a MINIMUM OF 50 MINUTES on each course or module in order to receive one (1) contact hour or (1) credit. You must pass a post-test or exam with at least 80 % correct.

<u>Credential</u>	<u># Required Contact Hours</u>	<u># Contact Hours APPROVED FOR ONLINE/CD Courses</u>
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Commercial Certified Applicators	12	4
Private Certified Applicators	12	4
Commercial Applicator License	6	2
Dealer License	3	1

NOTE: A particular course may be repeated once during any three (3) year recertification or revalidation cycle but not within the same twelve (12) months.

If and when audited, at the end of any three (3) year recertification or revalidation cycle, the credentialed individual must submit to the Department of Agricultural Resources original approval certificates or verification of attendance and any other forms from on-line and distance learning CD training with the student/applicator name certifying that they have successfully passed computer testing with at least a passing rate of 80% and their transcript. Note: You should make copies of all documents and submit by certified mail to assure receipt of your documentation.

Once the applicator has completed the available on-line course or module:

They should retain their post test/exam results and certificate of completion or verification, transcript and the Department approval form. This is proof of course completion as well as your verification documents to be submitted when audited by the Department of Agricultural Resources Pesticide Bureau.

The name, company name, and MA license or certification number of all individuals who take on-line courses or modules should be sent to me ELECTRONICALLY on a monthly basis Note: This notification does not excuse the credential individual from submitting the above mentioned paperwork certifying that they have successfully passed the post-test or exam with at least a passing rate of 80% and any transcript when audited by the Department of Agricultural Resources Pesticide Bureau.

IMPORTANT: It is the responsibility of the individual taking these kinds of training to submit the proper paperwork completed in its entirety or revalidation of your credential may be denied.